



Managed Risk Medical Insurance Board

1000 G Street, Suite 450

Sacramento, CA 95814

(916) 324-4695 FAX: (916) 327-6245

www.mrmib.ca.gov

JOB OPPORTUNITY BULLETIN

*Join an exciting, fast-paced, and highly visible office!
Close to Bus Routes, Light Rail, & Parking Garages*

Research Program Specialist I or Research Analyst I I (General)

Monthly Salary: (RPSI) \$4,833 - \$5,874 (RAII) \$4,619 - \$5,616

Two Permanent /Full-Time Positions

Location: Downtown Sacramento

Position Number: 443-600-5742-XXX

Refer to Job ID# 10-EEM

Final Filing Date: August 16, 2010

PENDING BUDGET APPROVAL

General Statement of Duties:

Under the general direction of the Staff Services Manager I, the Research Program Specialist I (RPS I) is responsible for independently planning, performing complex healthcare research and trend analyses to support MRMIB's operations of state-wide Pre-Existing Condition Insurance Plan (PCIP). Research, provide recommendations and independently plan, perform complex PCIP policy trend analysis. Analysis includes Legislative and Administration policy proposals related to the PCIP. The RPS I leads Program Specialists (SSA/AGPAs) in PCIP projects under the supervision of the SSM I.

The RPS I provides expert consultative services on the feasibility and impact to program operations of proposed policy changes. The research and lead responsibilities are in specialized areas concerning PCIP requirements and the enrollment processes, electronic data transfer processes between the Administrative Vendors and participating plans. The analysis and research outcomes help define operational requirements for MRMIB's PCIP which support cost effectiveness and streamlining strategies. Research is defined as systematic, critical, intensive investigation directed towards either comprehensive subject knowledge or programmatic issue resolution.

Assess, identify and provide technical assistance in the development and finalization of the PCIP policies procedures, and Business Rules. Independently develops and utilizes research methodology in identifying all tasks related to the development and implementation of MRMIB's PCIP. This includes the development of multifaceted recommendation for management review and approval. Present detailed reports of findings, in written and oral formats to management.

Assess, identify, develop, provide recommendations on, and finalize requirements to establish interfaces and program functionalities between the FHRP Eligibility & Enrollment System, MEDS, and health plan partners. Research, provide recommendations and develop MRMIB's response to the Center for Medicare and Medicaid's (CMS) solicitation document, in order to obtain federal approval to implement the new PCIP. Research and coordinate MRMIB's responses to questions raised by CMS during the solicitation process.

Assess, identify, create program materials and procedures including website information, PCIP application and handbook, program correspondence and Network Information System (NIS). Coordinate and implement program materials development with the PCIP administrative vendor. Develop staff training and materials on the new implementation of the PCIP Eligibility & Enrollment System.

Coordinate and facilitate regular meetings with DHCS and the PCIP administrative vendor to establish the new Eligibility & Enrollment System requirements for the PCIP. Ensure new Eligibility & Enrollment System interfaces with the statewide Medi-Cal Eligibility Database System (MEDS).

Monitor administrative vendor contract compliance to ensure program administration functions are in accordance with Federal and State laws, complies with program regulations, contract requirements, and MRMIB policies.

Desirable Qualifications (These are skills or abilities specific to this position.) Bilingual skills in Spanish or Asian languages.

Who May Apply:

Individuals who have status in the classifications (RPSI or RAI), list, transfer or reinstatement eligibility may apply. Only the most qualified candidates will be interviewed. If a Research Analyst II is selected, duties will be modified. Hire may be restricted to SROA or surplus state employees. Interested parties should submit a Std. 678, State Application (available at www.spb.ca.gov). **IN THE EXPLANATIONS SECTION YOU MUST LIST THE JOB ID #10-EEM, THE POSITION #443-600-5742-XXX AND THE BASIS OF ELIGIBILITY. FOR LIST ELIGIBLE CANDIDATES, ATTACH YOUR EXAM RESULTS.** Send to:

**Managed Risk Medical Insurance Board
1000 G Street, Suite 450
Sacramento, CA 95814
Attn: Robin Conover – Personnel**

Applications must be RECEIVED in the Personnel Office by 5:00 p.m. on the Final Filing Date: August 16, 2010.

If you have questions regarding this information, please contact Robin Conover at (916) 445-3940.

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.